

**Report Date:** 10 Feb 2016

**Summary Report for Individual Task**  
**805C-42A-4027**  
**Integrate Identification Card (ID) Processing Requirements**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are the Senior HR NCO and your unit is preparing to deploy. The commander has told the S-1 to ensure they are mission capable of issuing identification cards (ID) while deployed. You have access to AR 600-8-14 (Identification (ID) Cards for Members of the Uniformed Services and Other Eligible Individuals), the Defense Enrollment Eligibility Reporting System (DEERS), Real-Time Automated Personnel Identification System (RAPIDS), and RAPIDS User Manual extracts. This task should not be trained in MOPP 4.

**Standard:** With a minimum of 70% accuracy, administer Common Access Card (CAC) security requirements, control components of the DEERS/RAPIDS workstation, and conduct DEERS/RAPIDS deployable workstation functions.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

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|------------------------|
| <b>Task Statements</b> |
|------------------------|

**Cue:** An eligible Soldier, civilian, or contractor reports to your office and requires a CAC.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## **Performance Steps**

### **1. Administer Common Access Card (CAC) security requirements.**

a. Issue the CAC to eligible active duty military personnel, selected Reserve, DoD civilian employees and contractor personnel and other affiliates.

b. All recipients of the CAC are required to carry a single card for security, identification, authentication, networking and computer system access, property accountability, email and document processing, and other administrative and financial functions.

c. Issue an initial CAC only after a Federal Bureau of Investigation (FBI) fingerprint check has been completed and approved and a National Agency Check with Inquiries (NACI) background security check is in the process of being completed.

d. Confirm that all eligible personnel undergo proper identity vetting.

e. Train personnel on ID card misuse and associated penalties.

f. Train personnel on who may confiscate government issued ID Cards.

g. Train personnel on proper procedures for taking care of government property.

### **2. Control components of the deployable DEERS/RAPIDS workstation.**

a. Train personnel and conduct sustainment training as necessary on DEERS/RAPIDS workstation operation, policies and procedures.

b. Inventory DEERS/RAPIDS hardware components to ensure accountability.

### **3. Conduct DEERS/RAPIDS deployable workstation functions.**

a. Utilize DEERS as the official database used to store personnel information and control and distribute uniformed services benefits and privileges to military personnel and their families.

b. Utilize RAPIDS for accessing the DEERS database to update beneficiary information and produce ID cards.

c. Oversee personnel identity protection.

d. Comply with guidance outlined in system user documentation issued by the DEERS/RAPIDS Program Office (DRPO) and with RAPIDS or DEERS newsletters.

e. Administer the roles of Verifying Official (VO), Super Verifying Official (SVO), and Site Security Manager (SSM).

f. Ensure RAPIDS users comply with all RAPIDS security requirements.

g. Check a contractor's verification status in the Contractor Verification System (CVS) to ensure security is maintained.

h. Review identification forms for accuracy and completeness.

i. Ensure CAC is issued properly.

j. Ensure ID cards are terminated when there is a record change that constitutes a new ID card.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

| PERFORMANCE MEASURES   | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Administered Common Access Card (CAC) security requirements.      |    |       |     |
| 2. Controlled components of the deployable DEERS/RAPIDS workstation. |    |       |     |
| 3. Conducted DEERS/RAPIDS deployable workstation functions.          |    |       |     |

**Supporting Reference(s):**

| Step Number | Reference ID | Reference Name  | Required | Primary |
|-------------|--------------|---|----------|---------|
|             | AR 25-400-2  | THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)      | Yes      | No      |
|             | AR 600-8-14  | IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, | Yes      | Yes     |
|             | ATP 1-0.1    | G-1/AG and S-1 Operations                                   | Yes      | No      |

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

| Task Number   | Title   | Proponent                            | Status   |
|---------------|---|--------------------------------------|----------|
| 805C-42A-4233 | Coordinate Personnel Information Management (PIM) | 805C - Adjutant General (Individual) | Approved |

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None